

CHECK LIST

1. No. of posts to be created category wise specifying scale of pay total Emoluments etc. :
2. Periods which the posts are proposed to be sanctioned :
3. Details of expenditure whether Plan /Non Plan :
4. Budget head form which the expenditure has to be met :
5. Whether expenditure on new posts can be met within budgetary provision on the current year. :
6. If no, Budget head, whether new service procedure has to be followed. :
7. Annual salary commitment to the total outlay for the Scheme :
8. Percentage of Annual salary Commitment to the total outlay for the Scheme :
9. Percentage of the Annual salary Commitment to the Budget provision :
10. Existing posts in the same category :
11. No. of posts created in the scale during the last 2 years :
12. Whether posts sought to be created is based on existing norms :
13. Detailed justification for the posts proposed to be created :
14. Whether any scope for filling up posts through redeployment if so, the details regarding No. of posts in the Department in the respective cadre, Copies of G.O. sanctioning posts have to be forwarded :
15. Details about G.O. sanctioning posts have to be forwarded :
16. Details about G.O. sanctioning existing norms. :